

## CLASSIFICATION/COMPENSATION SPECIALIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4643(3281)	Classification/Compensation Specialist I	03	630	6 mo.	06/30/86
4644(3281)	Classification/Compensation Specialist II	03	630	12 mo.	06/30/86
4645(3281)	Classification/Compensation Specialist III	03	630	12 mo.	06/30/86

Promotional Line: 302

### Series Narrative

Classification/Compensation Specialists are professionals responsible for administering, monitoring, and evaluating a personnel program involved with classifying campus positions and determining salaries for civil service employees. they analyze and allocate positions, develop proposals to add or revise class specifications, analyze salary data, implement compensation programs, and provide consultation and advice to employees and administrators. Employees in this series are specialists in the sense that their ongoing duties are confined to the classification/compensation area. Cross training may occur, however, when its purpose is to handle emergent work flow.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Classification/Compensation Specialist I** **4643(3281)**

Employees in positions allocated to this level of the series are professionals performing complex work in the classification/compensation area of a personnel program. they work under general supervision from higher level classification/compensation professionals or other designated administrators and may be responsible for supervising other personnel.

A Classification/Compensation Specialist I typically--

1. audits, analyzes, and determines allocation of positions to classes and pay levels
2. conducts complex or sensitive organizational studies with responsibility for identifying personnel problems and needs; recommends solutions to problems areas
3. evaluates user needs for new/revised class specifications; prepares proposals to revise existing specifications or develop new ones
4. conducts complicated, sensitive compensation surveys; compiles and analyzes results, which may include the preparation of charts and graphs
5. initiates and/or responds to requests for compensation studies; determines salary range assignments for new and current classes
6. gathers information and prepares data for cost analyses, labor relations, and negotiations issues
7. trains and/or supervises professional, paraprofessional, and/or clerical staff

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8. interprets and explains policies and rules as they apply to classification and compensation programs
9. conducts classification and salary information seminars/programs and assists in the development of related materials
10. performs other related duties as assigned

### **Level II: Classification/Compensation Specialist II** **4644(3281)**

Employees in positions at this level of the series are professionals responsible for supervising the activities of the classification/compensation section. They work under administrative supervision of higher level classification/compensation professionals or other designated administrators.

A Classification/Compensation Specialist II typically--

1. supervises professional, paraprofessional, and clerical staff either directly or through subordinate supervisors: plans, assigns, and reviews work activities, counsels subordinates, evaluates job performance, and approves or recommends personnel actions
2. reviews and implements recommendations and decisions concerning campus personnel problems and needs with regard to classification/compensation programs
3. approves and coordinates development of proposals to add/revise class specifications for submission to the civil service system; technically reviews all new and revised class specifications
4. analyzes, interprets, and applies results of salary surveys and wage studies
5. develops, recommends, and implements revisions for civil service compensation plans
6. uses cost study information and other relevant data to evaluate the impact of proposed wage changes
7. participates in the development, implementation, and evaluation of policies and rules related to classification/compensation programs
8. develops and implements vehicles of communication for present and proposed classification/compensation programs, policies, and guidelines
9. performs other related duties as assigned

### **Level III: Classification/Compensation Specialist III** **4645(3281)**

Employees in positions at this level are professional and technical experts responsible for coordinating and administering large and diversified classification/compensation programs. They work under the administrative supervision of higher level administrators.

A Classification/Compensation Specialist III typically--

1. plans, coordinates, reviews, and evaluates classification and compensation procedures and practices

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2. plans, coordinates, and provides technical guidance in the development of proposals to add or revise class specifications
3. develops reports and information on salary data, market trends, and forecasts
4. coordinates and provides technical guidance in the development of pay administration policies
5. coordinates the development of civil service personal service cost estimates for budget requests and allocation of funds
6. provides direction to professional or supervisory staff engaged in the administration of a classification and/or compensation program
7. develops policies and practices to ensure an effective programs, policies, and guidelines affecting campus programs
8. develops and implements classification/compensation programs, policies, and guidelines affecting campus programs
9. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

#### **Level I: Classification/Compensation Specialist I**

**4643(3281)**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. any one or any combination of the following types of preparation:
  - (a) credit for college training leading to a major or concentration in personnel administration, business administration, or closely related fields (such as labor relations)
  - (b) credit for college training leading to a major or concentration in fields other than those described in "a"
  - (c) work experience as a personnel professional

that totals 1.0 unit according to the following conversion rates:

Bachelor's degree (or 120 semester hours) of "a" = 1.0 unit

Bachelor's degree (or 120 semester hours) of "b" = 0.75 unit maximum<sup>1</sup>

4 years of "c" = 1.0 unit

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Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. two years of professional personnel experience in the classification/compensation area in addition to the training/experience required in #1 above<sup>2</sup>

### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of standard principles and procedures used in the area of classification/compensation and ability to apply those used in complex technical operations in the area
2. knowledge of federal and state laws, rules, and/or regulations related to classification/compensation; ability to learn those of the employing institution
3. skill in organizing, analyzing, and interpreting data used in classification/compensation
4. skill in working with managers, staff, and the public in the area of classification/compensation
5. skill in writing and editing reports and other material in the area of classification/compensation
6. supervisory ability
7. ability to assist in the formulation/revision of policies and procedures in the area of classification/compensation

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<sup>1</sup> that is, up to 3/4 (or 0.75 unit) of the total preparation required to meet this requirement may be supplied by the type of college training described in "b"; the balance must be supplied by one or more of the other types of preparation.

<sup>2</sup> A Master's degree in personnel administration, business administration, or closely related fields (such as labor relations) or a Master's degree with a concentration in these fields may be substituted for one year of such experience.

**Level II: Classification/Compensation Specialist II**

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of the experience/training requirements listed for the Classification/Compensation Specialist I
2. two additional years of work experience performing duties comparable to those listed for the first level of this series\*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. in-depth knowledge of principles and procedures and in the area of classification/compensation
2. in-depth knowledge of federal and state laws, rules, and/or regulations related to classification/compensation; ability to develop an in-depth knowledge of those of the employing institution
3. proficiency in writing and editing reports and other materials in the area of classification/compensation
4. supervisory ability
5. ability to organize work operations in the classification/compensation area and coordinate them with other organizational units
6. ability to review and formulate/revise policies and procedures in the area of classification/compensation

**Level III: Classification/Compensation Specialist III**

**4645(3281)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience/training requirements listed for the Classification/compensation Specialist II
2. two additional years of work experience performing duties comparable to those listed for the Classification/Compensation Specialist II\*

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\*Master's degree in personnel administration, business administration, or closely related fields (such as labor relations) or a Master's degree with a concentration in these fields may be substituted for one year of such experience. (The Master's degree may be substituted for experience only once, however, in satisfying the requirements of this class; i.e., it cannot be used to satisfy both credential requirement 1 and 2.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of the principles and procedures used in the area of classification/compensation
2. extensive knowledge of federal and state laws, rules, and/or regulations related to classification/compensation; ability to develop an extensive knowledge of those of the employing institution
3. skill in reviewing and formulating/revising policies procedures in the area of classification/compensation
4. ability to direct the activities of subordinates
5. ability to manage work operations in the area of classification/compensation and coordinate them with other organizational units

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\*Master's degree in personnel administration, business administration, or closely related fields (such as labor relations) or a Master's degree with a concentration in these fields may be substituted for one year of such experience. (The Master's degree may be substituted for experience only once, however, in satisfying the requirements of this class; i.e., it cannot be used to satisfy both credential requirement 1 and 2.)

Classification/Compensation Specialist I	(NEW)
Classification/Compensation Specialist II	(NEW)
Classification/Compensation Specialist III	(NEW)